



PERMITTING AND DEVELOPMENT REVIEW DIVISION
FREDERICK COUNTY, MARYLAND
Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701
Phone (301) 600-2313 • Fax (301) 600-2309

PLAN REVIEW SUBMITTAL REQUIREMENTS
CHECKLIST FOR BASEMENT FINISH

ATTACHMENT (C)

Two sets of framing plans; one set will be returned to you with your approved Building Permit. Plans should be to scale, with scale indicated on plans. If additional information is required for the plan review, you will be notified. If you have any questions concerning these requirements, please contact Plan Review, at 301-600-1086.

- ☐ 1) Two sets of plans for submittal; one set will be returned to you with approved permit.
- ☐ 2) Construction plans must be drawn to scale; $\frac{1}{4}" = 1$ foot is preferred (graph paper is great for this!)

Construction plans shall include the following:

- ☐ 3) Floor plan of the *entire* basement, not just the part that will be finished off.
- ☐ 4) All rooms need to be labeled as to use, including unfinished storage rooms. If there are any existing finished rooms, indicate use of those rooms also and label those as existing.
- ☐ 5) Show existing doors and windows as well as any proposed doors and windows; label sizes of each.
- ☐ 6) Show dimensions of rooms and hallways.
- ☐ 7) Show stairways and label with down arrows. If applicable, indicate accessible storage under stairs with door.
- ☐ 8) Mechanical area needs to be shown with type of mechanical system indicated.
- ☐ 9) Show location of smoke detectors and indicate power source.
- ☐ 10) Wet bar areas must have counter, and any sink, refrigerator, or other major appliances labeled.
- ☐ 11) Indicate type of building materials to be used on walls, ceiling, and floors.
- ☐ 12) Indicate insulation "R" value of walls and ceiling.

Additional information is available from this department, or on the County website at: www.frederickcountymd.gov/permit